

Dear Self-Help Applicant:

Attached you will find a brief explanation of the Ambassador's Special Self-Help Fund and an application form. Please read the information very carefully. If you think that you have a project which may fulfill the requirements of the program, complete the application form. Submit your completed application form to the United States Embassy (**Self-Help Program, American Embassy, B.P. 817, Yaoundé**) for consideration. You should make a copy of the completed form for your records. **Please answer ALL questions in the space provided.** Give precise details about what you are requesting that the U.S. Embassy provide to the project and what the community group will be contributing. Attach a separate list of materials, including quantities needed and prices, to the application. You should also provide a map showing how to reach the project location. **ONLY COMPLETED APPLICATIONS WILL BE CONSIDERED.**

Please note that **applications for 2007 funds must be received no later than December 1, 2006.**

Selection process:

Deadline for application	December 1, 2006
Selection period	January - July 2007
Awarding of grants	September 2007

Due to the high number of applications we receive each year, we may not be able to respond to each applicant. If you have not heard from us by September 1, 2007, or if your application is not selected for 2007 funding, and you would like us to reconsider your proposal, please resubmit your application by December 1, 2007.

Thank you for your interest in the Ambassador's Special Self-Help Fund. We look forward to hearing from you.

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UNITED STATES AMBASSADOR'S SPECIAL SELF-HELP FUND

The United States Ambassador to Cameroon has a special fund for small community projects. In the past, this fund has been used for schools, health clinics, footbridges, and wells. It has also helped community farms, grain mills, and women's cooperatives. We are particularly interested in projects which will generate income (directly or indirectly) to support other community activities. However, the fund cannot be used for private, commercial ventures. The maximum support available for most projects is 5,000,000 francs CFA.

To be eligible for funding your project must meet the following criteria:

- 1) The project must be initiated by the community and should benefit the community by increasing income or improving living conditions.
- 2) The project should be high impact, quickly implemented, which benefit a larger number of people.
- 3) The project must be completed within one year without requiring further Self-Help Assistance.
- 4) The project must involve a significant local contribution in cash, labor, or material.
- 5) The project should be within the ability of the community to operate and maintain.

Certain kinds of projects, or portions of projects, do not qualify for this fund:

- 1) Requests to buy sophisticated equipment such as vehicles, computers, film projectors, stereos, etc.
- 2) Proposals that have a purely religious, police, military, or cultural emphasis.
- 3) Private, commercial enterprises.
- 4) Payment for pesticides, herbicides, labor, salaries, operating costs, or training cost.
- 5) Purchase of consumables or non-durable goods such as books, medications, animal feed, or seeds.
- 6) Funds cannot be used for revolving credit schemes.

How to apply for this fund

Complete the Self-Help Application form. Please type or write clearly. Answer every question as best you can. We encourage you to add extra sheets to your application, which give additional information. (The more you explain about your project the better we can understand your needs.)

All applications must include a specific budget and cost estimates. Projects involving technical construction (bridges, schools, roads, etc.) should have drawings and estimates that show adequate planning. However, detailed drawings or blueprints are not required.

You must include a map or a description of how to find your project for your project to be considered for funding.

Sign the forms and give them to a local administrative authority (such as the Community Development Officer, the Divisional Officer, or the Sub-Divisional Officer), for his or her signature. **Make a copy of the completed application for your records, and send the original to the Embassy.** (Address: Self-Help Officer, United States Embassy, B.P. 817, Yaoundé.)

Project Selection

Each year the Embassy receives many more applications than it can possibly fund. Only those that meet the guidelines will be considered. If your project is chosen for consideration, someone will visit the site to talk to you about the proposal and verify the information on the application. **Please include a map and/or a description of how to locate your project.** Also include a telephone number if one is available. Tell us if there is someone in Yaoundé who knows about the project and can be contacted to answer any questions.

**UNITED STATES EMBASSY
SELF-HELP APPLICATION**

Type of Project:

Location: Where can we find your project?

Village or Quarter _____ Sub-Division _____

Division _____ Province _____

Contact Person: (This must be an individual.) Whom do we contact to find out about your project?

Name _____ Telephone _____

Title/Organization _____

Full Name and Address of Organization applying

Every project being considered for funding will be visited before final approval. Please include a map or description showing how to find your project with this application. Please, give us the name and telephone number of someone in Yaoundé or a large town near your project site, who knows about this project, can answer questions and send messages quickly to your community.

Name and phone number of contact person in Yaoundé or nearest large town: _____

COMMUNITY/GROUP:

Describe your group or community. (How are you organized? How long has the group existed? How many members? How often do you meet?)

PROJECT DESCRIPTION:

Tell us about your project in detail. What is it? What is its size? (Examples: purchase of three manual Singer sewing machines, a 6' x 12' room of cement blocks and aluminum sheet roof, etc.) Where is it located, and what is the purpose? Why is this project necessary? Include sketches or drawings of any buildings. (These do not need to be formal blueprints.)

Approximately how many people will benefit from this project? (Give a numerical estimate) _____

What have you already done? (Examples: foundation laid, walls raised to roof level, funds raised, etc.) Explain both planning and any construction.

When did work on the project begin or when do you anticipate it beginning?

Explain how much work has to be done to complete the project and how long it will take. (You must attach an activity timeline like the one attached to this form.)

What is the community contributing? (money, material, labor, etc.) Please explain (Examples: 400 hours of volunteer labor per week, 1,300,000 million Francs CFA, 4 truck loads of sand, etc.).

When completed, will the project produce money or income? _____ How much? _____

Who will control any income generated, and how will it be used? _____

FINANCIAL SUMMARY:

(Please attach a detailed budget or cost estimate to your application, as well as pro forma invoices)

What is the total cost of this project? _____

How much money have you already spent on this project? _____

Who provided this money? _____

When was this money spent and how was it used? _____

How much money does your group have available to spend right now? _____

How much more money do you need to finish the project? _____

Does the community anticipate raising more funds on their own? _____ How? _____

How much money do you expect to raise? _____

When are the funds expected to be available? _____

Are other embassies, groups, or government agencies providing money for this project? _____

If yes, please give details.

EMBASSY GRANT:

How much money are you requesting from the United States Embassy? _____

How will you use this money? Please be specific; use the attached budget format to list all items that will be needed for your project. _____

(Signature of Sponsor)

Name:

Date:

(Signature of Local Authority)

Name:

Title:

Date:

Sample A: Budget

All proposals should use the following sample budget format.

	Budget Line Item	Donor	Grantee match (Group)	Total
Phase I: Clearing of site and construction of foundation	Cement	300,000		300,000
	Sand		150,000	150,000
	Gravel	90,000	60,000	150,000
	Skilled labor	60,000		60,000
	Unskilled labor		120,000	120,000
	Total Phase I	450,000	330,000	780,000
Phase II: Raising of walls	Cement	400,000		400,000
	Sand		200,000	200,000
	Total Phase II	400,000	200,000	600,000
Etc.				

The budget should be stated in local currency and include notes explaining the costs associated with each of the budget line items and other relevant information to support the proposal's budget. There should be a direct relationship between the activities described in the proposal and the budget.

Sample B: Activity timeline

All proposals should use the following sample activity timeline.

Project Activities	May 2007 - December 2007							
	May	June	July	Aug	Sept	Oct	Nov	Dec
Phase I								
Clearing of site	X							
Digging of foundation	X							
Construction of foundation	X	X						
Phase II								
Raising of walls		X	X	X				
Rafters, roofing, ceiling					X	X		
Flooring						X		
Phase III								
Windows and doors, painting, finishing						X	X	
Submission of final report								X